

**UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO**

COMMUNITY OUTREACH GRANT PROGRAM

OVERVIEW

The mission of the United States District and Bankruptcy Court for the District of Idaho is to provide an impartial and accessible forum for the just, timely and economical resolution of legal proceedings within the jurisdiction of the Courts, so as to preserve judicial independence, protect individual rights and liberties, and promote public trust and confidence.

In support of promoting public trust and confidence in the Judiciary, the United States District and Bankruptcy Court for the District of Idaho established a Non-Appropriated Fund in 1989. Under guidelines adopted by General Orders of this Court, the monies deposited into this Fund are used for purposes which inure to the benefit of members of the Bench and Bar of this Court in the administration of justice.

The Board of Judges and Lawyer Representatives have determined that using a portion of the Non-Appropriated funds for a Community Outreach Grant Program would improve communication and understanding of the judicial branch and provide information to the community which we serve.

COMMUNITY OUTREACH GRANT PROGRAM

Based upon sufficient annual receipts in the Non-Appropriated Fund, the Court may award grants to deserving programs under the following guidelines:

- I. **Available Funding.** Each calendar year, the Court will review existing balances and annual receipts to determine if Grant funding is available. If available, the Court will announce the availability of grant funding on the Court's Internet site: www.id.uscourts.gov. This review and decision will be completed and announced in January of each year.

- II. **Deadline for Grant Applications.** Complete applications must be post marked by May 1 of any year in which funds are determined to be available. The application shall be sent to the United States District and Bankruptcy Court, 550 W. Fort Street, MSC 039, Boise, Idaho 83724. Upon submission, all proposals become the property of the United States Courts which has the right to use any or all ideas presented in any

proposal submitted, whether or not the proposal is accepted. Funding is not guaranteed for subsequent project years.

- III. **Purpose.** The purpose of this program is to inure to the benefit of members of the Bench and Bar of this Court in the administration of justice. Other purposes may include: enhancing public trust and confidence in the judiciary; promoting better understanding of the judiciary and legal processes; and improving communication with the public about the role of courts and the legal process. This grant funding must be related in some way to community education.
- IV. **Application.** Any interested association, organization or group may apply for funding from this program by completing the application form specified by the United States District and Bankruptcy Court. The application should briefly describe the organization, association or group, the date it was organized, its history, purpose and tax status.
- V. **Eligibility.** The application must be submitted or co-signed by an active member of the Bar of the United States District and Bankruptcy Court for the District of Idaho. Only one application can be submitted by a single organization or entity. Preference will be given to non-profit agencies or organizations.
- VI. **Funding and Support.** The following shall be described in the applications form: amount of the total request; the purpose for which requested funds are to be used; the applicants efforts to obtain additional funding and other community support such as other grants; and an indication if any goods or services were donated.
- VII. **Program Justification.** Each application shall provide an indication of how this program supports the mission of this grant program such as: communities served, community need for these services, how the program will improve community information about the judiciary and judicial process, whether said program will enhance public trust and confidence in the Judiciary, or how the program will improve the administration of justice.
- VIII. **Ineligible Activities** Generally, the following items or activities will not be funded through this grant program: staff salaries or benefits; meals and alcoholic beverages and the development of materials for sale and profit by the grantee.
- IX. **Details of Program.** The applicant shall briefly describe the timetable of any activities, the program goals and measurable objectives, relationship to any existing projects and the impact if the grant funds are not available.

- X. **Review of Applications.** The Community Outreach Committee, appointed by the Chief Judge, will review the applications and award grants, subject to confirmation by the Board of Judges, no later than June 1 each year. All decisions of the committee are final and cannot be reviewed. The funding, if available, will be on a calendar year basis.
- XI. **Award.** Upon award to an organization, group or association, the Clerk of Court will be directed to send a check from the Non-Appropriated Fund in an amount approved by the Non-Appropriated Fund Committee. Based upon the application and decision of the Non-Appropriated Fund Committee, either the entire amount of the program or grant will be funded or a portion thereof. After the award process, Court staff may also conduct a site visit or attend funded activities.
- XII. **Reporting Requirements.** The recipient shall, within sixty days after completion of the program or event for which the grant was funded, submit to the Court the form attached to this grant entitled, "Community Outreach Grant Evaluation Form."
- XIII. **For further information:** Contact Cameron Burke, Court Executive, U.S. Courts, 550 W. Fort Street, MSC 039, Boise, Idaho 83724, (208) 334-1373, or e-mail at cam_burke@id.uscourts.gov

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COMMUNITY OUTREACH GRANT APPLICATION FORM

Organization (Indicate date organized, tax status and purpose of group) _____

Address _____ **Telephone** _____ **E-mail** _____

Project Name: _____ **Program Director:** _____

Chief Executive Officer: _____ **Other Contact Person:** _____

Total requested _____ **Previous Grants Received:** _____
(Complete Budget Form attached)

Purpose for requested funds: (indicate how this inures to the benefit of the Bench and Bar in the administration of justice, promotes public trust and confidence in the judiciary, promotes better understanding of the judiciary and legal processes or improves communication with the public about the role of the courts and legal process)

Justification: (please indicate how this program supports the community, and explain the need for these services and how the program improves the administration of justice) _____

Goals and objectives: (explain the goals and objectives of said program and any timetable of events) _____

Applicant: _____ agrees to carry out the activities described in this application, and if grant funds are awarded, the applicant agrees to report to the United States District and Bankruptcy Court on the results and uses of that funding.

Dated _____

_____ Title _____

The completed application and budget must be converted to .pdf format and e-mailed to:

Cam_Burke@id.uscourts.gov

Thank you

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COMMUNITY OUTREACH GRANT BUDGET FORM

Date: _____ **Amount Requested:** _____

Project Name _____

	2009 Actual	2009 Projected	2010 Budget	2010 Actual
<u>REVENUE</u>				
Federal Court Community Outreach Grant				
ILOTA Grant				
Other _____ _____ _____				
In-Kind Donations				
In-Kind Services				
TOTAL REVENUE				
<u>EXPENSES</u>				
Salaries				
Benefits/Payroll Taxes				
Office space				
Telephone				
Supplies				
Postage				
Equipment Expense				
Print & Photocopying				
Refreshments				
Insurance				
In Kind Donations				
In Kind Services				
TOTAL EXPENSES				
Gain/Loss				
Ending Fund Balance				
Capital Purchases to be made				

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COMMUNITY OUTREACH GRANT EVALUATION FORM

Please complete this form after all expenses are paid and all activities are concluded.

Date: _____ **Grant Application #** _____

Project Name: _____ **Reported Prepared by:** _____

Program Narrative: (Please state the expected outcome of the project. Describe what was done, how and by whom) _____

Evaluation: (Describe the successes and failures of the project. Did you meet your objectives. Explain how this project improved the administrative of justice) _____

Fiscal Data: Complete a final budget form reflecting actual costs and whether any funds are remaining
